



TOWN OF WALLINGFORD

Open Competitive Examination

Department of Human Resources
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

JUNIOR ACCOUNTANT

(Electric Division)

\$27.47 - \$34.36

(Contract Currently Under Negotiations)

General Statement of Duties: Maintain accounting records; examine and/or prepare vouchers, claims, invoices, billings, payrolls, checks and other documents relating to fiscal matters; reconcile accounts and inventory records; maintain ledgers and records; prepare financial statements; performs related duties as assigned.

Supervision Received: Works under the general direction of the Office manager or designated supervisor.

Supervision Exercised: May supervise lower-level clerical workers, collectors, and others as assigned.

Required Knowledge, Skills, and Abilities: Good knowledge of accounting principles and methods, both manual and automated systems; considerable ability to prepare comprehensive records and schedules; ability to establish and maintain effective working relationships with subordinates, associates and the public; ability to operate office machines, including typewriters and data entry devices. Ability to understand and interpret complex written or oral instructions; ability to analyze situations and use judgment in the solution of problems; ability to plan the work of subordinates and to train and supervise for effective performance.

Qualifications: A minimum of six (6) years' experience in responsible accounting work with some accounting courses; OR in lieu thereof, a B.S. in accounting, OR an equivalent combination of experience and training.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department of Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department of Human Resources or downloaded from the Department of Human Resources Web Page.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be the date the 50th application or resume is received or May 30, 2023, whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER